

MANSFIELD TOWNSHIP COMMITTEE MEETING

March 25, 2020

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star Gazette and Express Times of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

This meeting was held on a Zoom platform. Mr. Hayes and the public were not in attendance, but were able to remotely hear the meeting audio.

Roll Call: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Salute to the flag was done by all.

APPROVAL OF THE MINUTES

Mrs. Mora Dillon made a motion to approve the minutes for the Regular Session of March 11, 2020, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Hayes

Mrs. Mora Dillon made a motion to approve the minutes for the Executive Session of March 11, 2020, which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Hayes

BILL LIST

Mrs. Mora Dillon made a motion to approve the March 25, 2020 Bill List, which was seconded by Mr. McGuinness.

Discussion took place to make partial payment for the website until all employees are trained. Mrs. Mora Dillon suggested paying \$2000.00 now and then pay the balance of \$600.00 when the training is complete.

Mr. Hayes asked that the Township Committee hold the payment for Mr. Margulies until he comes before the Township Committee.

Mayor Watters explained that Mr. Margulies has spoken to the Township Committee members to answer any questions that they had.

Mrs. Mora Dillon and Mr. Farino stated that their questions were answered.

Mayor Watters asked about the bill for the annual subscription for 8480 for Michael J. Morris out of a trust. Ms. Hrebenak stated it is the Rec Desk program for recreation registration.

Revised Motion: Mrs. Mora Dillon made a motion to approve the March 25, 2020 Bill List with the exception of \$600.00 to Scott Gaskill, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: Mr. Farino

Abstain: None

CLERK'S REPORT

Ms. Hrebenak reported:

- Bids were received today for the Mt. Bethel masonry project. The bids are being reviewed and will be able to move forward at the next meeting.
- Mr. Lavery confirmed he had a chance to look at them and the CFO has to review them.
- Lawn Mowing and Trimming RFPs were received. Ms. Hrebenak spoke with Mrs. Mollineaux and the alternates will not be included because the totals will be over the threshold. If we proceed with what we have been doing, all the different lawns, spring and fall clean up the Township Committee could move forward without bidding. The lowest total for the bid was from ACF for \$37,510.00 who currently does our lawns. If the Township Committee is interested in moving forward with this RFP it can be placed on the agenda for the next meeting with certifications.
 - Mayor Watters stated the RFP was for three (3) years, and our CFO said legally it should only be for two (2) years. Mr. Lavery confirmed that the company has to be notified of the change. Mrs. Mora Dillon stated that the actual total is \$38,660.00 for the RFP and Alternate #1. Mayor Watters stated approval can be subject to the company accepting the two (2) year contract.

Mrs. Mora Dillon made a motion to approve the two-year RFP contract, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Ms. Hrebenak has the next couple of meetings set up and she sent everyone an email today. If you have questions, please let her know.

EMPLOYEE REPORTS

No reports at this time.

PUBLIC PORTION

Mayor Watters opened the public portion of the meeting; seeing no further comment from the public, Mayor Watters closed the public portion.

RESOLUTIONS

RESOLUTION NO. 2020-63

TOWNSHIP OF MANSFIELD WARREN COUNTY, STATE OF NEW JERSEY

A RESOLUTION BY THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN AND STATE OF NEW JERSEY TO AUTHORIZE THE PAYMENT OF RE-OCCURRING EXPENDITURES BY THE TOWNSHIP MAYOR IN THE EVENT OF THE CANCELLATION OF A REGULARLY SCHEDULED MEETING IN 2020

WHEREAS, Governor Murphy, on March 9, 2020, issued Executive Order No. 103, declaring a State of Emergency pursuant to N.J.S.A. App.A.:9-33 et seq. and a Public Health Emergency as contemplated by N.J.S.A. 26:13-1 et seq., within the State of New Jersey, effective immediately until further notice by the Governor that an emergency no longer exists; and

WHEREAS, the Township of Mansfield is undertaking the necessary steps to insure the continued functioning of government and the allocation of resources on an emergent basis; and

WHEREAS, in the event the regularly scheduled meetings of the governing body are canceled, government must be prepared to continue to proceed with necessary services and payment of certain expenditures.

NOW, THEREFORE, BE IT RESOLVED, by the Township of Mansfield, County of Warren and State of New Jersey as follows:

1. The Township Committee hereby authorizes Joseph Watters, Mayor to disburse and/or authorize payment, subject to the availability of funds, for re-occurring necessary expenses in the event that the Township Committee cancels a regularly scheduled meeting of the governing body.

2. In the absence of Mayor Joseph Watters, the Township's Financial Officer, Donna Mollineaux is hereby authorized for same.
3. Those disbursements that are made by Mayor Joseph Watters or Donna Mollineaux, CFO will be placed on a subsequent meeting bill list for full disclosure to the public.

Mr. Hayes made a motion to approve Resolution 2020-63, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters
Nays: None
Absent: None
Abstain: None

**RESOLUTION # 2020-64
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY**

**A RESOLUTION AUTHORIZING THE EXECUTION OF A LEASE/PURCHASE AGREEMENT FOR ONE (1)
POLICE VEHICLE**

WHEREAS, the Township Committee desires to obtain one (1) 2020 Ford Utility Interceptor from Winner Ford under State Contract # 88728, and

WHEREAS, this vehicle is essential for the Mansfield Township Police Department to perform police functions; and

WHEREAS, the Township of Mansfield desires to lease/purchase said vehicle,

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, Warren County, State of New Jersey, authorize the procurement of one (1) 2020 Ford Utility Interceptor with a cost not to exceed \$ 45,312.00, lease purchase terms of 3 annual payments not to exceed \$ 16,000.00 each.

Mrs. Mora Dillon made a motion to approve Resolution 2020-64, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters
Nays: None
Absent: None
Abstain: None

ORDINANCES

First Reading

ORDINANCE 2020-04

AN ORDINANCE TO REPEAL CHAPTER 326 SECTION 6 "PARKING PROHIBITED DURING CERTAIN HOURS ON CERTAIN STREETS" OF THE CODE OF THE TOWNSHIP OF MANSFIELD, WARREN COUNTY, NEW JERSEY

BE IT ORDAINED BY THE MAYOR AND TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MANSFIELD:

Section 1. The following section of the Code of the Township of Mansfield are hereby **REPEALED**:

CHAPTER 326 SECTION 6-

Parking Prohibited during Certain Hours on Certain Streets

Section 2. This Ordinance shall take effect immediately upon publication as provided by law.

Mrs. Mora Dillon made a motion to approve Ordinance 2020-04 and requested that a public hearing be advertised to be held on April 22, 2020, at 8 pm, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

2020-05

CALENDAR YEAR 2020

**MODEL ORDINANCE TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5%

percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Mansfield in the County of Warren finds it advisable and necessary to increase its CY 2020 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$48,859.84 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS, the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Mansfield, in the County of Warren, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final appropriations of the Township of Mansfield shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$ 171,009.44, and that the CY 2020 municipal budget for the Township of Mansfield be approved and adopted in accordance with this ordinance; and,

BE IT FURTHER ORDAINED, that any that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

Mrs. Mora Dillon made a motion to approve Ordinance 2020-05 and requested that the public hearing be advertised to be held on April 22, 2020, at 8 pm, which was seconded by Mr. Farino.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

ORDINANCE 2020 - 06

AN ORDINANCE OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, AMENDING GENERAL ORDINANCES TO CREATE THE POSITION OF AS- SISTANT DEPARTMENT OF PUBLIC WORKS SUPERVISOR

WHEREAS, the Township Committee of the Township of Mansfield has determined that it is in the best interests of the Township to create the position of Assistant Department of Public Works Supervisor to supervise the day to day operations of the Department of Public Works staff in the absence of the Department of Public Works Supervisor.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

Section 1

ASSISTANT DEPARTMENT OF PUBLIC WORKS SUPERVISOR

Appointment; Term. The Assistant Department of Public Works Supervisor shall be appointed by majority vote of the governing body. He or she shall hold this office for a one year term (with the first term ending December 31, 2020). He or she may also be removed from the position for cause as determined by the governing body.

Duties. The Assistant Department of Public Works Supervisor shall be responsible for the following duties:

1. Supervise the Township Department of Public Works staff in the absence of the Department of Public Works Supervisor.
2. Perform such other and additional duties and functions as may from time to time be designated or assigned by the Department of Public Works Supervisor and/or the Township Committee.

Section 2

The Township's Salary Ordinance shall reflect that the annual stipend for the Assistant Department of Public Works Supervisor position shall be \$2,000.00 per year. The intent of the stipend is to pay for the classes required for the Assistant Supervisor to obtain his or her Certified Public Works Manager certification.

Section 3 - Severability

The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 4 - Repealer

Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 5 - Effective Date

This Ordinance shall take effect as required by law.

Mr. Farino made a motion to approve the Assistant DPW Supervisor Ordinance and requested that the public hearing be advertised to be held on April 22, 2020, which was seconded by Mr. McGuinness.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

INTRODUCTION OF THE 2020 MUNICIPAL BUDGET Resolution 2020-65

Mr. Hayes made a motion to introduce the 2020 Municipal Budget and requested that the public hearing be advertised to be held on May 27, 2020, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery Reported:

Wal-Mart Security – Chief Reilly contacted Mr. Lavery that the owners of the Wal-Mart mall felt that since all the stores weren't open, they didn't have to supply security under the ordinance. Mr. Lavery stated the ordinance is clear that even if one store is open, there has to be security. He sent an email and received a response from the mall's attorney that they don't need to supply security in accordance with the Governor's order. Mr. Lavery wanted the Committee to know that even if Wal-Mart is the only store open, they must supply security according to the Land Use Resolution and the ordinance which states even if a mall is being developed, the developer must provide security.

Schultz Property on Airport Road– Mr. Lavery received a request for an easement release on the 23-acre property that is being purchased by Green Acres. He will be reviewing a survey of the property and will report back to the Township Committee if he believes that this will be an issue.

Mrs. Mora Dillon reported:

Working From Home – Mrs. Mora Dillon stated that our outside professionals, Jason Laliker, Christian Kastrud, Donna Mollineaux, and Joe Guerin, are all working remotely from home. Joe will be working on Fridays when JoAnn is not in the office.

Remote Meetings – We will start remote meetings at the next meeting.

Coronavirus Exposure – Documentation needed if employees contract the Coronavirus. Mr. Lavery stated that if an employee comes in contact with anyone exhibiting symptoms, send them home to be quarantined for fourteen (14) days.

Court – Mrs. Mora Dillon spoke to Judge Mennen today. The court has three (3) full-time employees and one (1) part-time employee. They will lay off the part-time employee and will work with two employees per day with an alternating, rotating schedule. They have to maintain a 6-foot social distance and Mrs. Mora Dillon will write a letter to send to them tomorrow.

Environmental Commission Grant – The Environmental Commission sent an email about a grant application to be presented to the Committee tonight. Mrs. Mora Dillon stated we will not vote on it because it didn't go through the right procedures. Mayor Watters stated things were incorrect in the grant application and we were uncertain if the park would be encumbered by Green Acres if we took the grant money.

Employee Appreciation – Mrs. Mora Dillon thanked employees for their outstanding work. We've received a lot of compliments about our OEM, Peter Hannah, for his amazing work. Thank you to Chief Reilly, Ms. Hrebenak working from home, and our CFO Donna Mollineaux. Everyone is doing their part and the Township Committee appreciates their efforts. Mayor Watters and Mrs. Mora Dillon are on the phone constantly with Ms. Hrebenak. She wanted to acknowledge everyone, and we are lucky to have Peter as our OEM.

Sports Court Closures – The basketball courts and tennis courts have been locked due to several complaints of a lot of adults playing on the courts not practicing social distancing.

Coronavirus Update – Mayor Watters stated we still only have one (1) coronavirus case so far. There are 29 in the County. Possibly three municipalities don't have any cases – Hackettstown may have the most with five (5).

Mrs. Mora Dillon made a motion to approve the reduction in court staff, which was seconded by Mr. Hayes.

Ayes: Mr. Hayes, Mr. Farino, Mrs. Mora Dillon, Mr. McGuinness, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mrs. Mora Dillon made a motion to adjourn.